

**love ~ joy ~ responsibility ~ creativity ~ respect ~ opportunity**

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| **St Wilfrid’s Catholic Primary School Request for Term Time Absence Policy** |

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| **Academic Year** | **Designated Senior Person** | **Deputy Designated Senior Person** | **Nominated Governor** | **Chair of Governors** |
|  |  |  |  |  |
| 2014-2015 | A Weir | A Roberts | E Morrissey | E Morrissey |
| 2015-2016 | A Weir | A Roberts | E Morrissey | E Morrissey |
| 2016-2017 | A Weir | A Roberts | E Morrissey | E Morrissey |
| 2017-2018 | A Weir | J McEniff | E Morrissey | E Morrissey |
| 2018-2019 | A Weir | J McEniff | E Morrissey | E Morrissey |
| 2019-2020 | A Weir | J McEniff | E Morrissey | E Morrissey |
| 2022-2023 | J McEniff | P Harkness | E Morrissey | E Morrissey |

Policy Review Dates

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| **Review Date** | **Changes made** | **By whom** | **Date ratified at FGB** |
| July 2014 |  |  | 7.7.14 |
| July 2015 |  |  |  |
| September 2016 |  |  | September 2016 |
| September 2017 |  |  | November 2017 |
| September 2018 |  |  | November 2018 |
| October 2019 |  |  | October 2019 |
| October 2022 |  |  | November 2022 |

**MISSION STATEMENT**

"I have come that they may have life and have it to the full"  
John 10

At St. Wilfrid’s we **love** one another,

show **respect** and accept **responsibility**.

Embracing **opportunity** and nurturing **creativity,**

we share in the **joy** of Jesus.

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**St Wilfrid’s Catholic Primary School**

**Policy for Absence during Term Time**

The DfE has long recognised that schools were experiencing problems of parents using the threshold of 10 days as a right rather than a notional period of non-attendance in term-time and as some parents are still continuing to do so they have taken the decision to introduce new regulations. This was also a recommendation made in the Charlie Taylor Report on Improving Attendance, published in 2012

The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The DfE now states that head teachers should determine the number of school days a child can be away from school - if leave is granted.

***St. Wilfrid’s Catholic Primary School actively promotes regular school attendance and discourages absence from school for any reason. We aim for an overall attendance of 98%.***

Research shows that pupils with higher levels of school attendance are more

likely to benefit from education, achieve better examination results both at

primary and secondary school levels and go on to have more successful careers.

Similarly, irregular or poor attendance at school can lead to pupils underachieving and underperforming and, therefore, have a detrimental effect upon their progress and achievement.

Absence from school can be disruptive not only for the individual pupil but also

for the pupil’s whole class. Whilst there may be occasions when a pupil is unable

to attend school e.g. due to illness, all other absences should therefore be kept to

a minimum and if at all possible avoided.

**Each request for leave due to exceptional circumstances will be considered by the Governing Body on an individual basis.** **The request will be need to be put in writing to the Governing Body at least 4 weeks in advance.**

A group of Governors will meet to consider the requests on the last Tuesday of each half term. Parents will be informed of the outcome within 3 days.

**Exceptional Circumstances where 4 weeks’ notice cannot be given** i.e. death or sudden illness in the family need to be notified in writing to school as soon as possible

In deciding whether or not to approve a request for leave in an exceptional circumstance the Governing Body will take into account the age of the pupil, the time of the year , the proximity to assessments, the overall attendance pattern of the pupil and the pupil’s stage of education and progress.

***Where the level of attendance is below 95% at the time of the request, the absence will not be authorised.***

Consequences for parent(s)/carer(s) taking children on holiday/out of school in term time which are not authorised by the school **MAY** result in a Fixed Penalty Notice being issued by the Local Authority to both parents.

**Appointments in school time**

Parents and carers are discouraged from taking children out of school during the school day except in exceptional circumstances. We recognise that there may be occasions when appointments during the school day have to be made and would request that these are kept to a minimum. Parents and carers will be asked to present the appointment card or letter to the office staff and school should be informed in writing in advance. Failure to produce an appointment card or letter may result in refusal to allow the child out of school. It is not appropriate for children to be absent from school to attend an appointment for a sibling or parent.

**St.Wilfrid’s Catholic Primary School**

**Request Form for absence during term time**

Our school believes that non-attendance at school, even for short periods of time, can have a detrimental effect on a student’s achievement. This view is in line with current Government guidelines. As a result all applications for absence in term time are carefully considered on their merits in the light of the need to maintain continuity of learning.

Name of Child: Class:

I request authorisation for my child to be absent from school

From \_\_\_\_\_\_\_\_\_\_\_\_\_\_until \_\_\_\_\_\_\_\_\_\_\_\_\_\_ totalling \_\_\_\_\_ days.

Signed: (Parent/Carer) Date:

Please note:

* Any absence which has not been authorised by the Governing Body/Headteacher will be classed as unauthorised.
* We follow the guidelines which state that we may in **exceptional circumstances** authorise an absence during term time. The Head teacher will specify the number of days a child may be absent from school.
* Authorisation must be applied for at least 4 weeks in advance and before the last Tuesday of each half term. Authorisation will not be given retrospectively.

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| **Exceptional circumstances are:** |